

To Whom It May Concern:

Pursuant to the Freedom of Information Act, I hereby request the following records:

*Documents generated as part of the creation of the FOIA office (defined as whatever department, office, or coordinator is responsible for overseeing and/or processing FOIA requests), whether this was at the time of the agency's creation or the passage of the Freedom of Information Act, to include:

1. The instruction to do so from the Agency, as well as any guidance from the senior leadership
2. Documents discussing proposals and procedures
3. Any legal guidance or analysis produced or acquired by the Agency in response to or as part of the creation of the FOIA office
4. Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent), director's office (or equivalent) or the newly created FOIA office, reacting to or characterizing the office and its creation

* A copy of the agency's first perfected (successful) FOIA request

* Copies of other FOIA requests filed before the FOIA request described above

* Processing notes, search slips and response documents regarding the FOIA requests described above

* The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA requests

* A copy of the agency's first successful FOIA appeal

* Copies of other FOIA appeals received by the agency before the appeal described above

* Processing notes, search slips and response documents regarding the FOIA appeals described above

* The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA appeals

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 20 business days, as the statute requires.

Sincerely,

Emma Best

Attachments:

- https://cdn.muckrock.com/outbound_composer_attachments/TheEmmaBest/70715/Fee20category20and20search20parameters.pdf

Upload documents directly:

https://https://www.muckrock.comhttps://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Fnational-archives-and-records-administration-129%252Ffirst-foia-national-archives-and-records-administration-73630%252F%253Femail%253Dfoia%252540nara.gov&url_auth_token=AAJ2s1ucuu_oVmnt8n3JKMuPaY%3A1hTI00%3Ag6ueRi451G034KRN_Sa7NhVf0ZU